



**Alaska Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
AKANG 16-107**

<http://dmva.alaska.gov/employment.htm>



<b>POSITION TITLE:</b> <b>Human Resources Specialist (Information Systems)</b>	<b>AFSC:</b> <b>3S071/3S091</b>	<b>OPEN DATE:</b> <b>29 August 2016</b>	<b>CLOSE DATE:</b> <b>13 September 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176 <sup>th</sup> JFHQ, Joint Base Elmendorf Richardson, Alaska 99505		<b>GRADE REQUIREMENT:</b> <b>Minimum: E7      Maximum: E8</b> <i>*E8 contingent upon availability of controlled grade*</i>	
<b>SELECTING SUPERVISOR:</b> Mr. Brian Anderson	<b>VACANCY:</b> 828951	<b>PHYSICAL PROFILE:</b> PULHES – 333233	

**AREAS OF CONSIDERATION**

Area 1 On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC**)  
Area 2 Alaska Air National Guard members (**MUST HOLD ADVERTISED AFSC**)  
Area 3 Alaska Army and Air National Guard members (**MUST HOLD ADVERTISED AFSC/MOS**)  
Area 4 Nationwide (All military members eligible for membership in to the AKANG) (**MUST HOLD ADVERTISED AFSC/MOS**)  
*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

**MAJOR DUTIES MAY INCLUDE**

- Perform actions to initiate system on-line and off-line operations and ascertain and document systems status
- Provide technical assistance and guidance to staff and line managers, supervisor, the Human Resources Officer, functional chiefs, specialist staff, and clerical staff in the operation, maintenance and capabilities of human resource information system
- Assists the senior specialist in directing and monitoring operations and maintenance of local personnel system
- Perform database quality assurance to include analyzing quality control queries, rejects, DCPDS/DCPS data reconciliation's and rejects from reports and daily products to determine trends, identify problem areas, and recommend modification, addition or deletion of products
- Establish schedules to meet DCPDS requirements. Responsible for daily pick up and distribution and analysis of print products and ensure they conform to requirements and meet quality standards
- Submit requests for changes to system tables to appropriate headquarters staff and verifies the validity of the changes requested
- Document and reports system problems. In accordance with writing guidance, verifies that system enhancements and system patches are working properly
- Provide initial training to newly assigned HRO functional staff to familiarize them with operating remote terminals, coding and inputting transactions, and maintaining system security
- Provide training to HRO staff on routine data retrieval from the Customer Support Unit (CSU) and the Regional Support Center (RSC) databases
- Assist or lead periodic formal training designed to inform users of current and future changes
- Plan, conduct and evaluate training of state personnel, to include training related to information management routines using modifications and procedures, and operations of computer terminals
- Monitor progress until competence is developed within HRO functional areas
- Develop operating instructions for use of HRO staff
- Use data system skills and human resources management and administrative knowledge to assist senior specialist in all aspects of analyzing and managing the automated personnel system
- Provide advice on the use of data for compiling personnel and statistical reports and preparing personnel action documents
- Apply a practical knowledge of human resources management rules, regulations, policies, and procedures that have impact on or are related to DCPDS
- Schedule system activity to ensure HRO functional staff has time to input transactions and ensures all system operational processes are accomplished
- Research and analyze problem; and monitors action requested to ensure that problems encountered are fixed
- Review data flow action to ensure that interfacing systems are updated or initiates process to re-flow the data
- Ensure system changes are implemented within given time constraints
- Arrange for and assists in upload of patches, messages, and system advisory notices to ensure proper system operation
- Identify system operational problems and works with local mainframe system service office, headquarters or design activity to effect timely resolution
- Perform uploading/downloading of files
- Assist in the determinations of equipment needs, discrepancies, relocation, etc...
- Ensure that unauthorized persons do not have access to the system
- Ensure the integrity and upgrade of system hardware and communications required for continued operations through coordination and cooperation with responsible office, including local area network (LAN) operations
- Assist with security management to include performance of access control management, accountability verification and validation of resources, system backup and recovery, virus detection and elimination
- Serve as the backup focal point for monitoring and controlling DCPDS/DCPS data access for the HRO
- Perform user account management services by identifying users to be added/deleted/modified, grouped by assignments and system privileges to insure confidentiality
- Update computerized personnel data
- Guide customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF)
- Conduct interviews to determine individual interests, qualifications, and personnel data
- Help users determine training requirements, methods, and procedures
- Create, maintain, and audit personnel records
- Record information in unit, field, and PDS records
- Prepare and maintains personnel records, aeronautical orders, and personnel action requests
- Prepare and process documentation for administration of quality control programs
- Review personnel records, and interviews individuals to ensure accuracy of information

- Compare basic records with source documents, transaction registers, and management products
- Inspect records, master personnel, and command and field personnel records
- Review and process evaluation reports
- Perform personnel actions
- Prepare and processes correspondence, forms, and PDS transactions
- Maintain files of correspondence, directives, instructions, and other publications

#### INITIAL ELIGIBILITY CRITERIA

##### SECURITY CLEARANCE - **Secret (eligible to obtain)**

APTITUDE REQUIREMENT - Administrative - 41

STRENGTH APTITUDE - Demonstrated weight lift of 40lbs

- Must be able to type a minimum rate of 25 words per minute (wpm)
- Ability to speak distinctly
- Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
- Maintain eligibility to access MilPDS

#### PREFERRED QUALIFICATIONS

- Knowledge of all the human resources functional areas and their data requirements pertaining to the automated personnel data system.
- Knowledge of HR methods, principles and practices, including processing knowledge of staffing, recruitment, benefits, position classification, etc., terminology, provisions and restrictions translate HR business practices into information system requirements, to train users on established practices, and uses of the system.
- Knowledge of documentation procedures, customary fact-finding approaches, or similar established techniques and requirements to maintain and enhance data needs to the service population, to provide HR reports of the system.

#### INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retiree pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

#### APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:nq.ak.akarng.mbx.hro-agr@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 1-3 are **required by the Human Resource Office to determine initial qualifications.** All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

- 1.NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
- 2.CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
- 3.CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
- 4.Cover Letter (optional)
- 5.Resume (optional)
- 6.Last 3 Enlisted/Officer Performance Evaluations (If applicable)
- 7.Letters of Recommendation will be accepted

#### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-XX Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-XX**

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:nq.ak.akarng.mbx.hro-agr@mail.mil)

**\*\* Applications will not be accepted through AMRDEC\*\***

#### QUESTIONS:

To verify receipt of application or have issues, you may call 907-428-6242 DSN 317-384-4242

#### REMARKS

Federal law prohibits the use of government postage for submission of applications.

#### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.